

PHILIP MORRIS U.S.A.
INTEROFFICE CORRESPONDENCE
Richmond, Virginia

To: Distribution **Date:** July 17, 1998
From: D. Trainer
Subject: LIMS Team Meeting Minutes for 7/17/98

Attendees: C. Ament, S. Laffoon, R. Lipps, F. Logan, J. Sampson, D. Trainer, J. Wickham

Business Conducted:

- The Team discussed the previous 4 days of LIMS demos by Beckman and LabSystems with Marty Goffinan, the LIMS consultant. Demo attendees apart from the LIMS Team but who felt that the system would impact them also attended the meeting to offer their issues and concerns. The LIMS Team heard from Randy Greene - IS Lab Systems, Brent Chambers - IS Systems and Desktop Services, Ron Buckner - IS Lab Systems, Howard Kawazoe - Eduquest, and Earl Houlihan - Eduquest.
- Marty went over the comment sheets as well as verbal comments he received from attendees.
- Marty also reported the reference comments that he received from the various users of each of the systems.
- A ballot vote was taken. LabSystems was unanimously chosen as the LIMS vendor who the Team felt would best serve Philip Morris USA.
- Jeff will write a closing document with our final recommendation and the reasons we made that recommendation for delivery to Richard Cox.
- A final meeting will take place to take care of all loose ends probably July 30th. Jeff will email to confirm.

Action Items:

- Closing document for Richard Cox - Jeff

Distribution:

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Edward Carmines

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